

Arizona Department of Juvenile Corrections
Operating Policies and Procedures Manual
Medical Health Services

PROCEDURE NO. 3000.08	REF. POLICY NO. 3000	EFFECTIVE: 03/18/04 PRIOR ISSUE: 06/07/00
TITLE: Organization of Health Records		AUTHORIZED: W. Dean Neitzke, Assistant Director, Medical Health Services

I. Purpose:

Arizona Department of Juvenile Corrections (ADJC) Medical Health Services Division ensures health care staff maintain the Health Records in a consistent and accessible manner.

II. Rules:

1. **THE MEDICAL RECORDS LIBRARIAN (MRL)** shall have all Health Records organized in a standardized order and format.
2. **THE MEDICAL RECORDS LIBRARIAN** shall ensure that each health record consists of four sections, a dental pocket, and a vinyl pocket in the back. These shall be maintained as follows:

SECTION I

Significant Conditions & Diagnoses
 Doctor's Orders
 Receiving Screening
 Initial Health Assessment
 Physical Exam
 Medical History
 Prior Health Records
 Health History from Parents
 Immunization Records
 Release of Information

SECTION II

Subjective/Objective/ Assessment/Plan (SOAP)sheets
 Consultation Reports
 Optometry Records
 Flow Sheets

SECTION III

Medical Summary
 Lab Reports (3 to a Page)
 X-Ray Reports
 EKGs
 Vision/Hearing
 Refusal of Treatment Form
 Medication Sheets
 Miscellaneous

SECTION IV

Chronological Records
 Movement
 Medical Staffing Sheet(s)
 Psychiatric Reports
 Psychology Records
 Legal/Administrative/Insurance
 Documents
 Health Care Request
 Medical Treatment/Clearance Form

DENTAL POCKET

Dental Record
 Dental X-Rays

VINYL POCKET

Consent Forms